FAIR LABOR STANDARDS ACT (FLSA) PROCESSING – TITLE AND SUB-TITLE EXAMPLES
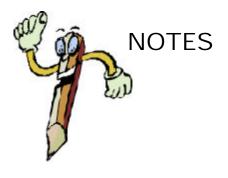
Title	Title Long Description	UCP OT Code	Sub-Title	Pay Class
000021	Clerk Typist I	2 (Non-Exempt)	J1	PUS = Expt - Sun Sat Off
000412	Personnel Analyst II	1 (Exempt)	J1	PUS = Expt - Sat Sun Off
000321	Chief Accountant	0 (Exempt)	J1	PUS = Expt - Sat Sun Off

Title	Title Long Description	WDAY	Pay Policy	Leave Policy	Deduction Policy	FLSA Profile	Client Profile
000021	Clerk Typist I	OUS	OA	STAND	STAND	7DU	7DU
000412	Personnel Analyst II	OUS	OA	STAND	STAND	N/A	7DU
000321	Chief Accountant	OUS	OA	STAND	STAND	N/A	N/A

NOTES

HOW THE SAM II HR/PAYROLL SYTEM CALCULATES FEDERAL COMP TIME (FLSA)

If an employee is eligible for Federal Compensatory Time, the system will calculate the eligible hours at the time and one-half rate and place the time earned in the Federal Compensatory Leave balance. Generally, eligible hours include all hours physically worked during the given FLSA period. The following specifies how federal comp time is calculated in the SAM II HR/Payroll System:

The system checks if the employee is non-exempt. If the employee is exempt, the system bypasses all FLSA calculation for the employee. Otherwise, the system will continue to the next step.

1. From the time and leave data reported for the employee, the system determines which events are eligible for FLSA. Events not eligible for FLSA are ignored during the FLSA calculations (but not from general payroll calculations).

2. Using the information from the Pay Cycle table, the system determines which eligible events fall into each of the FLSA work periods (based on the event dates and the FLSA work period end dates).

   It should be noted that there may be multiple FLSA work periods within a pay period. The SAM II HR/Payroll System will perform FLSA calculations for all of the FLSA work periods that end prior to or on the current pay period end date. In this step, the system uses the work schedules of exception-paid employees to determine their regular work hours that can be counted toward FLSA.
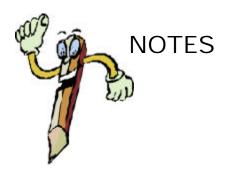
3. All the FLSA eligible hours within a FLSA work period are added together for each of the FLSA work periods.

4. Each FLSA work period total is compared to the FLSA maximum regular hours of the employee's FLSA profile.

5. The system will generate Federal Compensatory Time for any hours over the FLSA maximum regular hours at time and one-half rate for each of the FLSA work periods.

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NOTES

HOW THE SAM II HR/PAYROLL SYTEM CALCULATES FEDERAL COMP TIME (FLSA)

6. Based on the State of Missouri Statewide Standards, all eligible exception-paid employees will receive FLSA compensation in the form of Federal Compensatory Time. Any FLSA Compensatory Time earned over 240 or 480 hours (dependent on employee's pay class) will be converted into overtime pay.

7. If an employee is eligible to receive overtime pay as FLSA compensation (dependent on employee's pay class) or if the employee earns federal compensatory time over their maximum cap, the system will use an average pay rate derived from all FLSA eligible pay events to generate the FLSA portion of the overtime pay.

How the SAM II HR/Payroll System
Calculates State Comp Time

NOTES